

**THE FOLLOWING IS A SUMMARY OF REGULATIONS/AUTHORITIES REGARDING RECRUITMENT INCENTIVES FOUND IN 5CFR (ADMINISTRATIVE PERSONNEL) FOR USE IN THE FEDERAL GOVERNMENT. WHEN DISCUSSING WITH POTENTIAL CANDIDATES, INSTRUCT THEM THAT THE ACTUAL OFFERING OF THESE INCENTIVES IS INCUMBENT UPON NASA CENTER POLICY. THESE ARE INCENTIVES THAT MAY BE AVAILABLE WHEN AN OFFER OF EMPLOYMENT IS EXTENDED.**

## **Commonly Used Recruitment Incentives**

WHAT	PAID TO	AMOUNT/HOW PAID	REASON (MUST BE DOCUMENTED)
<b>Recruitment Bonus</b> (5CFR575.101 Subpart A)	<ul style="list-style-type: none"> <li>New appointees.</li> <li>Re-appointees (after 90 day break in service).</li> <li>Temp employees hired for positions lasting more than 6 months.</li> <li>Student Career Experience Program (SCEP) Students</li> </ul>	One lump sum bonus of up to 25% of basic pay	<ul style="list-style-type: none"> <li>Without bonus would encounter difficulty in filling position.</li> <li>Poor success in recruiting candidates for recent like positions.</li> <li>High, recent turnover in similar positions.</li> <li>Special qualifications needed for position.</li> <li>Minimum 6 month service requirement</li> </ul>
<b>Superior Qualifications Appointment</b> (5CFR531.203(b))	<ul style="list-style-type: none"> <li>New appointees.</li> <li>Re-appointees after 90 day break in service.</li> </ul>	Pay may be set at any step within the grade.	<ul style="list-style-type: none"> <li>Superior qualifications of individual selected or special need of the agency.</li> <li>Why advanced rate instead of/or in addition to recruitment bonus.</li> <li>Factors considered in determining reason for setting pay at a rate higher than existing pay.</li> </ul>
<b>Relocation Bonus</b> (5CFR575 Subpart B)	<ul style="list-style-type: none"> <li>Current employees serving in GS, SL, ST, SES, Executive Schedule, and Presidential Appointees.</li> <li>Newly appointed employees are not eligible.</li> </ul>	Up to 25% of annual rate of pay paid in a lump sum. May not be paid until employee establishes a residence in new commuting area.	<ul style="list-style-type: none"> <li>Document steps taken in recruitment process which would justify paying a relocation bonus to an employee (i.e., difficult-to-fill position).</li> <li>Minimum 6 month service requirement (except for temporary jobs).</li> </ul>
<b>Student Loan Repayment Program</b> (5CFR537)	<ul style="list-style-type: none"> <li>New appointees</li> <li>Current Employees</li> </ul>	Up to \$6,000.00 per year; up to \$40,000.00 The loan repayment will be made directly to the financial institution and the employee must pay income taxes on the loan repayment	<ul style="list-style-type: none"> <li>Based on written determination that in the absence of offering loan repayment, it would be difficult to fill the job with a highly qualified candidate.</li> <li>Once accepted, the employee must agree to remain a NASA employee for a minimum of three years; longer if the repayment exceeds three years.</li> <li>Student Loan Repayment policies vary between NASA Centers. Please contact the Center HR office to learn more about the program.</li> <li>Information is also available at <a href="http://www.nasajobs.nasa.gov/recruit">http://www.nasajobs.nasa.gov/recruit</a></li> </ul>
<b>Accelerated Training Agreements</b>	<ul style="list-style-type: none"> <li>New appointees in Aerospace Technology (AST) positions at grades GS-5-9</li> </ul>	Allows newly-hired scientists and engineers to be promoted to the next grade after six months (instead of a year).	<ul style="list-style-type: none"> <li>Must complete prescribed on-the-job and formal training.</li> <li>Each Center administers its own program.</li> </ul>

## Commonly Used NASA Appointment Authorities

### Types of Competitive Appointments

<b>TYPES OF APPOINTMENT</b>	<b>PURPOSE</b>	<b>WHO IS ELIGIBLE TO APPLY</b>	<b>RECRUITMENT METHOD</b>
<b>Career, Career-Conditional</b>	To appoint an individual without competitive status to a competitive position	All interested candidates in the area of consideration	Vacancy announcements are posted to USAJOBS. These are “public notices”. Delegating examining procedures are used to evaluate candidates.
<b>Transfer or Reinstatement Appointment</b>	To appoint current and former federal employees.	Current and former career and career-conditional employees. Time limits may apply for former career conditional employees.	Vacancy announcements are posted to USAJOBS. Applicants may have to compete under Merit Promotion.
<b>Term Appointments</b>	To hire persons for positions which will last longer than one year and no more than four years and the work to be performed is clearly project in nature.	Usually, any qualified U.S. citizen at least 18 years of age.	Vacancy announcements are posted to USAJOBS.
<b>Veterans Employment Opportunities Act of 1998</b>	To provide placement considerations to veterans that could lead to a permanent position.	Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three or more years of continuous active military service.	Veterans compete for vacancies under merit promotion procedures when the agency accepts applications from outside its own workforce. Merit Promotion Vacancy Announcements are posted to USAJOBS.
<b>30 Percent or more Disabled Veterans</b>	To provide placement assistance to disabled veterans that could lead to a permanent position.	Veterans who have been retired from active military service with a disability rating of 30% or more; or who have been rated by the Veterans Administration within the preceding year as having a compensable service-connected disability of 30% or more.	Veterans compete for vacancies under merit promotion procedures when the agency accepts applications from outside its own workforce. Merit Promotion Vacancy Announcements are posted to USAJOBS. Or they can be directly appointed to temporary positions and later converted to a permanent competitive appointment.
<b>Temporary/Seasonal Employment</b>	To hire persons to meet short-term or long-term staffing needs.	Usually, any qualified U.S. citizen at least 18 years of age.	Vacancy Announcements are posted to USAJOBS.

## Commonly Used NASA Appointment Authorities

### Types of Appointments

TYPE OF APPOINTMENT	PURPOSE	WHO IS ELIGIBLE TO APPLY	RECRUITMENT METHOD
<b>Student Temporary Employment Program (STEP)</b>	To provide students with temporary employment opportunities while they continue their education.	Students pursuing any of the following educational programs: high school diploma program; associate degree program; baccalaureate degree program; graduate or professional degree program.	Students can be appointed to positions without competition. Work assignments need not be related to the student's academic/career goals. Students can be converted without competition to the Student Career Experience Program.
<b>Student Internship Programs</b>	To provide work experience in approved programs.	Depends on individual program. Examples of approved programs include: 1) Hispanic Colleges and Universities National Internship Program – 10 week internships; 2) Workforce Recruitment Program for College Students w/Disabilities; 3) AISES Student Summer Work Experience (Native Am)	Each approved program identifies recruitment and selection process.
<b>Student Career Experience Program (SCEP)</b>	To attract students to NASA, while providing exposure to public service and valuable work assignments related to their academic disciplines.	Students pursuing any of the following educational programs; high school diploma program; vocational or technical certificate program; associate degree program; baccalaureate degree program; graduate or professional degree program.	Students can be appointed without competition. Students can be converted without competition to term or permanent positions upon satisfactory completion of academic and work experience requirements.
<b>Volunteer Student</b>	To accept unpaid services for specific jobs or functions approved by NASA	Students approved by institution at which enrolled.	Appointed as volunteers locally.
<b>Presidential Management Intern (PMI) Program</b>	To hire persons with advanced degrees from a wide variety of academic disciplines for positions which emphasize the analysis and management of public policies and programs.	Graduate students completing or expecting to complete, during the current academic year, an advanced degree from an accredited college or university.	The Office of Personnel Management (OPM) recruits PMIs based on pre-identified agency workforce needs; screens and evaluates graduate students to determine their eligibility for the PMI Program; and maintains a centralized inventory of PMI finalists for referral to Federal agencies; Federal agencies select and appoint PMI finalists based on workforce needs for 2-year Presidential Management Internships; individuals who have successfully completed Presidential Management Internships can be converted or which they are qualified.

<b>Federal Career Intern Program (FCIP)</b>	To hire students for a variety of entry-level occupations.	Students who meet OPM qualifications for position(s)	Agencies (Centers) conduct targeted recruitment in accordance with their FCIP plan.